**LETTER FOR REQUEST OF CLARIFICATIONS**

<Date>

<Name of the applicant>

Programme Joint Operational Programme Romania–Ukraine 2014- 2020

Call for proposals: SOFT / HARD projects

Project Registration Number: <Number>

Project title: <Title>

Evaluation step: Administrative and eligibility check / Technical and financial evaluation / Evaluation of additional documents

**Dear Sir/Madam,**

Following the administrative & eligibility check (step1) / technical and financial evaluation (step 2) / evaluation of the additional documents (step 3) carried out by the Project Selection Committee, the [clarifications/missing documents] listed below are requested in order to conduct an objective assessment of your project:

|  |
| --- |
| **At project level** |
| **At partners level – the Applicant** |
| **At partners level – Partner 1** |
| **At partners level – Partner 2** |
| **At partners level – Partner 3** |

Please note that [clarifications/missing documents] are requested to conclude the administrative & eligibility check (step1) / technical and financial evaluation (step 2) / evaluation of the additional documents (step 3). Therefore the deadline for submitting the clarifications is no more than **10 calendar days** following the date when the present letter is sent.

According to the Guidelines for grant applicants, you cannot improve or modify the content of the project during evaluation. In line with the provisions of the Assessment Manual available at [www.ro-ua.net](http://www.ro-ua.net) any information modifying or improving the content of the application package/additional documents, will not be considered by the Project Selection Committee.

Clarifications / Missing documents must make clear reference to the Project Registration Number, as given by EMS-ENI system, and be:

* Accompanied by a response letter in the format attached to the present notification (**Annex 1**), in scanned version, signed by the authorized person and stamped;
* Uploaded into EMS- ENI system, **in scanned version**, until […];
* Provided in one hard-copy version accompanied by a DVD, until […], through registered mail (stamp date), or courier services (AWB date), or by hand-delivery (acknowledgement of receipt) at the following address:

**Joint Technical Secretariat**

Regional Office for Cross Border Cooperation Suceava

(Biroul Regional pentru Cooperare Transfrontaliera Suceava)

8A, Bistritei Street, 2nd floor

720274 Suceava, ROMANIA

In case you fail to provide all the requested [clarifications/missing documents] before the above mentioned deadlines, your application will not be considered for further evaluation under the present Call for Proposals.

Please confirm receipt of the present letter at [evaluare\_hard@brctsuceava.ro](mailto:evaluare_hard@brctsuceava.ro) / [evaluare\_soft@brctsuceava.ro](mailto:evaluare_soft@brctsuceava.ro)

Yours faithfully,

<Name>

Coordinator of the Project Seelection Committee

**ANNEX 1**

<Name of the applicant>

Call for proposals: Joint Operational Programme Romania–Ukraine 2014- 2020 – call […]

Project Registration number: <Number>

Project title: <Title>

Dear Sir/Madam,

In line with the clarification letter sent by the Project Selection Committee, we are hereby submitting the following [clarifications/missing documents]:

|  |
| --- |
| **At project level** |
| **At partners level – the Applicant** |
| **At partners level – Partner 1** |
| **At partners level – Partner 2** |
| **At partners level – Partner 3** |

[Signature of the authorized person] Date

[Stamp]